



**OPRA (Open Public Records Act) Form**  
REQUEST FOR ACCESS TO GOVERNMENT RECORDS

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**INFORMATION REQUESTED**

(General copy charge is \$.05 per letter size page and \$.07 per legal size page.):

**Copy of INFORMATION RELATING TO A SPECIFIC PROPERTY**

ADDRESS: \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

*Specify type of information requested:*

ASSESSING    TAX    CERTIFICATE OF INSPECTION    CODE VIOLATIONS    CONSTRUCTION PERMITS

OTHER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Copy of ORDINANCE, RESOLUTION or MINUTES**

*Specify date, number, topic, or other identifying information:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIALTY DOCUMENT:**

Property Owner's List (\$10.00)    Tax Map (\$.07/page)    Duplicate Tax Bill (\$5.00 if applicable)

**OTHER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE READ and SIGN BACK OF FORM**

***Completed forms may be submitted by:***

MAIL: Municipal Clerk P.O. Box 1125 Neptune, NJ 07754-1125  
EMAIL: Phoward@neptunetownship.org – OR – Rcuttrell@neptunetownship.org  
FAX: 732-988-6433

A request for access to or for a copy of Government Records should be submitted on this form which has been adopted by the Municipal Clerk as the Custodian of Records. Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available during normal business hours and within seven business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven business days, you will be provided with a response with that information within seven business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically. In general:

1. Immediate access is ordinarily available for budgets, bills, vouchers, contracts, including collective bargaining agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
2. Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven business days indicating the time which will be required to provide the records.
3. Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: \$.05 for each letter sized page and \$.07 for each legal sized page.
4. Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
5. Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

The term "public records" generally includes those records determined to be public in accordance with N.J.S.A. 47:1A- 1. The term does not include employee personnel files, police investigation records, public assistance files, or other matters in which there is a right to privacy or confidentiality or which is specifically exempted by law. Further, as stated in the statute, "the personnel or pension records of any individual in the possession of a public agency, including but not limited to records relating to any grievance filed by or against an individual, shall not be considered a government record and shall not be made available for public access, except that:

1. an individual's name, title, position, salary, payroll record, length of service, date of separation and the reason therefore, and the amount and type of any pension received shall be a government record;
2. personnel or pension records of any individual shall be accessible when required to be disclosed by another law, when disclosure is essential to the performance of official duties or a person duly authorized by this State or the United States, or when authorized by an individual in interest; and,
3. data contained in information which disclose conformity with specific experiential, educational or medical qualifications required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information, shall be a government record." N.J.S.A. 47:1A-10.

**By signing in either area below, the applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et. seq.**

*The Applicant hereby acknowledges that the information requested has been provided immediately at the time the request was made.*

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
MUNICIPAL OFFICIAL SIGNATURE

\_\_\_\_\_  
DATE

----- OR -----

*The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost.*

The information requested will be available on: \_\_\_\_\_

Estimated number of pages: \_\_\_\_\_ Estimated cost: \_\_\_\_\_ Deposit: \_\_\_\_\_

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
MUNICIPAL OFFICIAL SIGNATURE

\_\_\_\_\_  
DATE